



Massachusetts Department of Environmental Protection
Municipal Sustainability Grant Guidance– FY 2009
Instructions and Item Descriptions

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Massachusetts Department of Environmental Protection Municipal Sustainability Grant Guidance - FY 2009 *General Instructions*

The **FY 2009 Municipal Sustainability Grant** application has been issued by the Massachusetts Department of Environmental Protection (MassDEP). This application provides municipalities, schools and regional groups with the means to qualify for equipment, outreach materials, funding and technical assistance to support recycling, composting, water conservation, household hazardous waste and mercury diversion, and air quality initiatives at the local level.

MassDEP awards Sustainability Grants primarily on the basis of the municipality's ability to use the grant productively, and on the municipality's need for the grant. On the basis of this application, MassDEP may either grant requested items or assistance immediately, hold your application for competitive consideration, or ask you to provide further evidence of your need and ability to use the materials. Additional information on criteria for awarding specific grant items is contained in the following pages. Important details on the submission of the grant application are described below.

1. Applications may be prepared and submitted one of two ways; please note that the application deadline varies by filing method. *Applications received after the deadline will not be considered.*

On-line via eDEP application (this is the preferred method)

- Access eDEP using this link: <https://edep.dep.mass.gov/DEPHome.aspx>
- eDEP application must be submitted by a paid employee of the municipality or regional group
- **Deadline: Application must be *received* by 11:59 pm, September 11, 2008**

Paper submittal.

- Download the application in Microsoft Word from MassDEP's website <http://www.mass.gov/dep/recycle/recawgr.htm>,
- Application must be signed by a municipal official with authority to apply for grants on behalf of the municipality.
- Mail completed application to:

Tina Klein, Municipal Grant Manager
MassDEP
One Winter Street, 6th Floor
Boston, MA 02108
- **Deadline: Application must be *received* at MassDEP no later than 5 pm, September 11, 2008.**
A postmark of September 11 will NOT be accepted, nor will a fax transmission.

2. Unless otherwise noted, all information should pertain to programs that the municipality has a role in contracting or operating.
3. Municipalities must have a [Municipal Buy Recycled Policy](#) and [CY2007 Recycling Data Sheet](#) on file at MassDEP or submit them by the application deadline. For questions on the CY2007 Recycling Data Sheet please contact Julia Wolfe (617) 292-5987. For information on Buy Recycled Policies please contact Regan Clover at (617) 292-5707.
4. All awards are conditional pending signature of a grant agreement or contract between MassDEP and the applicant's chief executive official or designee with the authority to sign state grant contracts.

For more information on the Municipal Sustainability Grant Program contact:

Regan Clover, 617-292-5707

regan.clover@state.ma.us



Public Area Recycling Containers

MassDEP is offering three types of recycling containers for the collection of bottles and cans in high traffic outdoor public areas (i.e., parks, athletic fields, beaches, downtown) and one type of container for collecting cans, bottles and paper at high volume or multiple-use indoor or outdoor special events. Descriptions and intended uses for these containers are provided below. All items are also available for purchase by municipalities at the state contract prices.

MassDEP will procure the public area recycling containers on behalf of grantee communities, from its state vendors. Vendors will deliver containers to grantees in April-May, 2009.

Mandatory grant conditions:

1. Maintain records of the distribution (i.e. location, number, and contact) for all granted Containers.
2. Educate local businesses about the recycling program if Containers are placed in a downtown business area.
3. Educate the general public about the new public space recycling program. At a minimum, the Grantee shall issue a press release describing the new Containers and the purpose of the program. **Publicity must include mention of MassDEP grant.**
4. Provide MassDEP with documentation of the placement of Containers and press release issued, no later than September 30, 2009.
5. Report back to MassDEP on the results of the program within one year of the placement of Containers, and no later than June 30, 2010. MassDEP shall provide Grantee with a template for this report.

Outdoor/Permanent Containers – State Contract FAC20 and FAC31



Vendor Contact
Information:

Original Canables® are made for semi-permanent collection purposes such as seasonal public parks, recreational fields, and beaches. They are also suitable for certain indoor venues such as conference centers and sporting facilities. The containers are made of tough, galvanized steel for durability and fire resistance. <http://www.windsorbarrel.com/canables.htm>

Windsor Barrel – Philip Haas, President; Phone: 800-527-7848; Email: phil@kettlecreek.com



Vendor Contact
Information:

MassCor public area recycling baskets are designed for outdoor, permanent or semi-permanent uses such as parks and recreation areas and are powder coated wire mesh steel containers measuring 18" x 18" x 36".

For more information visit:
<http://www.masscor.us/>

MassCor – Justin Latini, Deputy Director of Marketing & Sales; Phone: 508-850-1075 Email: jlatini@doc.state.ma.us



Vendor Contact
Information:

Clusters® models are ideal for use in permanent downtown or "main street" locations. They are constructed of wood-like slats made of 100% post-consumer recycled plastic. The framework is cast of post-industrial aluminum and stainless steel fasteners and is available with 1, 2 and 3 containers per Cluster®.

For more information visit:
<http://www.windsorbarrel.com/clusters.htm>

Windsor Barrel – Philip Haas, President; Phone: 800-527-7848; Email: phil@kettlecreek.com

Indoor/Event Containers – State Contract FAC31



Clear Canables® are designed for collecting recyclables at community events, indoor or outdoor festivals, and other short-term uses. Made of 100% recycled PET plastic, the walls and lids show the public how much is being recycled. Clear Canables® also address a concern for security issues since the clear walls make it more difficult to hide items inside.

For more information visit:

<http://www.windsorbarrel.com/canables.htm>

Vendor Contact
Information:

Windsor Barrel – Philip Haas, President; Phone: 800-527-7848; Email: phil@kettlecreek.com

For more information on Public Area Recycling Grants please contact:

Sean Sylver

617-292-5747

sean.sylver@state.ma.us



Consumer Education & Outreach Materials

Three categories of educational materials are available through this section of the grant application. The applicant can apply for one or more items. Note: If filing on-line, the field for 'number of household' and yes/no question about the municipality's recycling program will be required for validation purposes even when the customized recycling education postcard is not selected.

1. Customized recycling education postcards are designed to educate residents about municipal curbside and drop-off recycling programs. **Minimum eligibility criteria:** Municipality must provide recycling services for its residents, either through a town-owned transfer station, municipally operated curbside recycling program, or a contract with a recycling hauler. Municipalities that do NOT provide services to residents are NOT eligible for this grant.

The grant provides for the production and mailing of a recycling education post card designed to promote participation in municipal curbside recycling or drop-off recycling programs. Grantees will provide specific recycling program information to MassDEP's design/printing vendor to prepare a 5½" x 8½" post card, using a pre-determined template. MassDEP's vendor will mail the post card directly to all households in your community. All post cards will be mailed no later than June 30, 2009. A supply of postcards, equal to 5% of households, will be mailed to the designated municipal office for use throughout the year as a handout for new residents, at information booths, etc.

2. Standardized educational materials are available for promoting waste reduction and composting as described below. Municipalities will be responsible for distributing these materials to their residents. MassDEP will deliver all standardized materials to your municipal offices for distribution.

Multi-family recycling door hangers- are available for distribution to building owners/property managers and are designed to enable users to add additional information specific to a building's or community's recycling program. A Springfield MRF version and a Spanish version of the door hangers are also available.

"Don't Trash Grass" brochures and **"Home Composting" brochures** promoting source reduction of yard waste and grass clippings are also available. They may be insert in municipal mailings, handed out at towns halls and libraries or other public places.

Waste Reduction bookmark- This bookmark outlines ways in which individuals can reduce the amount of waste they generate. Its size (2 ½" x 9") allows for it to be distributed to residents as part of another mailing.

Junk Mail Reduction Kits- This kit contains information on how to reduce the flow of junk mail to residents, including postcards that residents can mail to have their name removed from mailing lists. MassDEP will provide kits for up to 10% of a municipality's households. Additional kits may be purchased from MassDEP's printer.

3. Municipal Waste Reduction Toolkit – the five "modules" or sections, each focus on a different initiative and contain a step-by-step timeline, press releases, case studies, and templates for outreach materials that can be modified to suit community needs. Materials are also provided in electronic format on a CD. The five modules are:

- Working with the Media – describes successful strategies for working with the media to increase awareness of local waste reduction programs
- Using Mandatory Recycling to Reduce Disposal Costs – provides the tools to implement a program based on what has been successful in other communities
- Hosting Community Reuse Events – provides information on hosting a reuse collection event in your community and establishing recycling at special events, such as agricultural fairs, earth day events and "town days."
- Promoting Recycling to Local Businesses – provides a "recycling toolkit" for businesses, to help them get going.
- Zero Waste Events – provides materials to help get the Zero Waste dialog started and to promote zero waste events.

Toolkit grantees will also receive their choice of three print publicity tools to use in conjunction with implementing one or more of the modules.

- "Recycling Matters" palm cards are perfect as a handout at your city/town hall, other public building, information tables at America Recycles Day, Earth Day or other local events
- "Mandatory Recycling" door hangers can be used to educate residents about a new or existing mandatory recycling initiative
- Laminated recycling placards for office, school and business recycling programs can be used to label collection areas. Two sign designs, each 8 ½ x 11", include Recycle Bottle and Cans Here, and Recycle Mixed Paper Here.

For more information on Consumer Education and Outreach Materials please contact:

Regan Clover, 617-292-5707

regan.clover@state.ma.us



Pay-As-You-Throw Program Assistance

Please read carefully as the application for Pay-As-You-Throw (PAYT) assistance has changed. Requests for funding and requests for technical assistance have been combined into one grant item this year.

In a Pay-As-You-Throw (PAYT) solid waste program, residents purchase preprinted stickers or bags for disposal of trash, thereby paying directly for the amount of solid waste that they generate. There is no direct fee for recycling.

MassDEP offers two types of Pay-As-You-Throw assistance; municipalities may apply for one or both.

(1) Technical assistance for PAYT planning.

This grant item is appropriate for municipalities in the early stages of evaluating a PAYT program and consists of up to 80 hours of technical assistance from a MassDEP Municipal Assistance Coordinator to help your municipality explore the potential for a PAYT program. This may include performing a cost/benefit analysis or developing educational materials for public meetings. Applying for this grant item does not obligate an applicant to implement PAYT and the "Target Completion Dates" in the Program Information section of the application will only be required if start-up funds are requested.

Technical assistance may also be requested by municipalities that are well on their way to implementing PAYT and need additional assistance with implementation activities.

(2) Start-up funds for new program implementation costs.

If your municipality has already made progress evaluating a PAYT program and believes the program may be approved for implementation by August 1, 2009, then it's recommended that you apply for Start-Up funds.

Grant start-up funds may be used to fund the costs of bags, stickers and other start-up costs of new PAYT programs. Grant awards are calculated based on the number of households served by the PAYT program, and are typically \$4 per household. Awards over \$20,000 may be disbursed over two fiscal years and grant awards will be capped at \$100,000 per municipality. Funding may not be used to pay for the disposal of solid waste or recyclables processing. Each grantee will be required to submit quarterly reports to MassDEP documenting implementation progress during the grant period as well as a final report outlining program results.

*** Once PAYT start-up funds have been awarded, a municipality must demonstrate that they have met the following criteria:**

- Commit to operating the PAYT program for a minimum of two years or more; at MassDEP's discretion, the minimum program duration may be longer, depending on the size of the award.
- Implement program between July 1, 2008, and August 1, 2009.
- Set a fee structure that insures: (1) fixed solid waste collection costs will be substantially covered through the tax base or another funding source, and (2) variable costs will be placed on the bags or stickers.
- Provide no more than one free bag, sticker or container per household per week, with container volume not exceeding 36 gallons.
- Provide a detailed implementation plan and timeline for the PAYT program and written verification that the program has been approved and budgeted for by the appropriate decision-making body (Board of Health, Board of Selectmen, Town Meeting, City Council).
- **Curbside municipalities** must provide weekly collection of recyclables or provide a second or larger recycling bin (capacity equal to or greater than 32 gal).
- **All municipalities** must adopt an ordinance or permit conditions requiring private subscription haulers to provide integrated solid waste and recycling services to their customers. (i.e., all customers receive recycling collection with trash collection.)
- A municipality proposing a multi-family PAYT program will be required to approve an ordinance requiring multi-family property owner and resident participation.

For more information on PAYT grants, please contact:

Joseph Lambert, 617-574-6875

joseph.lambert@state.ma.us



Home Composting Bins & Kitchen Scrap Buckets

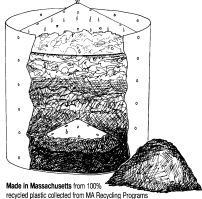

1. HOME COMPOSTING BINS

Two types of bins are offered, one in multiple sizes. All bins are rodent resistant, have openings to allow efficient, aerobic composting, and require simple, no-tool assembly. They differ primarily in design and capacity, ranging from 10 to 30 cubic feet. Specifications for each bin type are summarized below. Communities may choose to make one or several types of bins available to residents.

Municipal Home Composting Bin Distribution: In order to maximize bin distribution, grantees must agree to sell the bins to the public at a discount, place the revenue into a dedicated account, and continue to reorder bins until the funds are depleted or public demand is met. MassDEP expects each grantee to distribute two bins for each bin awarded. For example, a town that is granted 200 bins may sell them to residents for half price (plus tax), put the revenue in a dedicated account, and use the money to order 100 more bins. Revenue from sales of the additional bins is used to purchase 50 more bins, and so on until the fund is depleted and a total of nearly 400 bins have been sold.

Mandatory grant conditions: Grantees must distribute at least twice the number of bins granted using revenue from bin sales.* A dedicated account must be established to keep compost bin sales revenue separate from general funds. First-time grantees must attend a two-hour compost bin grantee workshop provided by MassDEP. Grantees must report to MassDEP the total number of bins ordered, sold and remaining, and funds remaining, if any, within one year of receipt.


Compost Bins Vendors and Specifications: State Contract FAC31

Bin Name	New Age Composter, BIN-11 New Age Composter, BIN-24 New Age Composter, BIN-30 (formerly Brave New Composters)	 <small>Made in Massachusetts from 100% recycled plastic collected from MA Recycling Programs</small>	Earth Machine 
Vendor:	New England Plastics Corp. 126 Duchaine Blvd. New Bedford, MA 02745 Contact: Trudy Wood Phone: (508) 998-3111 FAX: (508) 995-8895	Norseman Plastics Ltd. 39 Westmore Dr. Rexdale, Ontario Canada M9V 3Y6 Contact: Art McKenzie Phone: (800) 894-8397x822 FAX: (905) 450-2009	
Capacity	BIN-11: 11 cubic feet BIN-24: 24 cubic feet BIN-30: 30 cubic feet	10 cubic feet	
Shape/ Dimensions	Cylindrical Diameter: adjustable from 26" to 44" Height: BIN-11: 28" BIN-24: 32" BIN-30: 34"	Conical Diameter: 30" at base, 18" at top Height: 33"	
Special features	Adjustable diameter; Self-aerating via cone-shaped floor	Sliding door for compost removal	
Recycled content	50% post-consumer recycled HDPE	50% post-consumer recycled HDPE	
Color	Black	Black	
Warranty	10 year	10 year	
Bin Price (through 9/30/08)	BIN-11: \$41.00 BIN-24: \$48.00 BIN-30: \$53.00	\$32.35	
Minimum order	20 bins; smaller quantities may be picked up at manufacturer's facility.	20 bins	

2. KITCHEN SCRAP BUCKETS

The application for kitchen scrap buckets may be found on the same page with home composting bins. Kitchen scrap buckets are designed as a household collection container for the temporary storage of kitchen food waste prior to being placed in the compost bin. Buckets are to be distributed in conjunction with an active or new home compost bin program. Grantees may give away or sell kitchen scrap buckets at cost or less. Revenue collected shall be used to order more buckets.*

Kitchen Scrap Bucket Vendor and Specifications: State Contract FAC31

Vendor:	Norseman Plastics Art McKenzie, (800) 894-8397x822, (905) 450-2009 (fax)
Available Colors	Standard color is beige; other colors quoted on request
Price	\$7.00/unit
Capacity	7-1/2 liter capacity
	Additional notes: 360 degree double rim closure; Snap latch tightly secures lid to body; In-molded mounting bracket. Optional external mounting bracket available for additional \$0.25 (not part of grant). Shipping: 26 per box, 500 per pallet

*Note: Massachusetts Department of Revenue requires sales tax to be collected and submitted for any non-occasional sales, even by municipalities.

For more information on home compost bins and kitchen scrap buckets please contact:

Ann McGovern

617-292-5834

ann.mcGovern@state.ma.us



Rain Barrels and Water Conservation Tools

1. Rain Barrels

Rain barrels are designed to capture rainwater from downspouts allowing for the reuse of water in residential settings. Two types of rain barrels are available for this program, **New England Rain Barrel** and **Sky Juice Rain Barrel**. Both are 55-gallon, recycled food-grade barrels. Through the grant program, municipalities are eligible to receive subsidies for one type of barrel. Photos are available on vendor websites.

The grant provides \$10 discounts towards the purchase price of rain barrels. Grantees will hold one-day rain barrel distribution events in conjunction with the selected vendor. Residents pre-pay for barrels, which are delivered for the distribution event. All rain barrel discounts must be used by June 30, 2009 or forfeited. Grantees may purchase unsold barrels by June 30, 2009 at the discount price for future distribution to the public. All grantees must agree to publicize the availability of the rain barrels using materials provided by the vendors and MassDEP.

Mandatory grant condition: Grantee communities must survey at least 10% of the recipients of rain barrels to track equipment usage and seek feedback on the program. A summary of survey findings shall be provided to MassDEP by December 2009. Survey template will be provided by MassDEP.

Vendor Contract #FAC 31	New England Rain Barrel Co., Inc. 131 ½ Lynnfield St. Peabody, MA 01960 Contact: Joan or Jack Freele Telephone: 978-977-3155 E-mail: joan@nerainbarrel.com Web site: http://www.nerainbarrel.com/	SkyJuice New England 1015 1 st Crown Point Rd. Strafford, NH 03884 Contact: Sharon England or Jamie Houle Telephone: 603-868-1772 x10 or 207-363-1505 E-mail: sengland@skyjuice.us Web site: www.skyjuice.us
Capacity	55 gallons	55 gallons
Additional Features	Animal/insect resistant, insect screen, two fittings (one for outflow, one for overflow protection). Dark color prevents light transmission and inhibits algae growth. Overflow spigot Sealed, non-removable cover Color: Blue	Animal/insect resistant, insect screen, two fittings (one for outflow, one for overflow protection). Dark color prevents light transmission and inhibits algae growth. Overflow hose Screw-on (removable) cover Color: Terra cotta, grey, black or blue
Prices	Barrel price*: \$66.50 Price w/grant*: \$56.50 *Includes shipping	Barrel price*: \$65 Price w/grant*: \$55 *Includes shipping

2. Water Conservation Tools

Water conservation tools help residents reduce indoor and outdoor water use by making homes “water tight and waste free”. Devices offered include:

- Chrome, low flow showerheads
- Dye tablets to check for toilet leaks
- Swivel faucet aerators for kitchen sinks
- Rain gauges
- Handheld outdoor hose nozzles

Grantees may distribute water conservation tools to residents at no charge or sell them at or below cost. MassDEP suggests that municipalities allow residents to choose which device(s) they are interested in, as opposed to distributing one of each device in a “kit”.

Mandatory grant condition: Grantee communities must agree to publicize the availability of the water conservation devices and conduct a follow-up survey of at least 10% of the recipients to track equipment installation and seek feedback on the program. MassDEP shall provide a survey template. A summary of survey findings shall be provided to MassDEP by December 2009

For more information on rain barrels and water conservation devices please contact:

Ann McGovern

617-292-5834

ann.mcgovern@state.ma.us



School Chemical Management and Cleanout

MassDEP is offering grants for creating sustainable chemical management systems in public schools and clearing out stockpiled chemicals. The goals of this program are to reduce the purchasing of unnecessary chemicals, safely manage the chemicals necessary for classroom instruction and management of the physical plant, and prevent future stockpiling.

Schools selected for this grant will receive up to 90 hours of professional hazardous waste management services, over two consecutive school years and up to \$5,000 for a chemical cleanout. If a vendor on state contract is selected for the cleanout, MassDEP will pay the vendor directly. If there is a reason to use a vendor that is not on state contract, the municipality will pay the vendor and then request reimbursement from MassDEP.

The first year, which includes a half-day training on chemical hazardous awareness, focuses on documenting current chemical storage conditions, preparing for and conducting a chemical clean-out, and beginning the process of documenting the school's chemical inventory.

The second year focuses on program components which will ensure sustainable chemical management including completion of the chemical inventory and the process for keeping it current, development and adoption of a purchasing policy and emergency chemical spill response plan.

Who is eligible: Individual middle or high schools are eligible for this grant. Applications must be submitted by a municipality on behalf of its school.

Mandatory grant conditions: Schools selected for this grant must commit to:

- establishing an environmental health and safety team (EHS) to implement the project
- developing and implementing a chemical management plan
- having an annual chemical storage and safety check performed by the local Fire Department
- sending a minimum of three officials to a half day training on school chemical management
- submitting a summary report to MassDEP on the actions taken to implement the school's chemical management plan

Required letters of support: Applicants must provide letters of support from the Board of Selectmen, Fire Department, and School Principal or Superintendent. Applications received without these letters will be considered incomplete. eDEP filers have three options for submitting letters of support:

1. Email a signed and scanned electronic version of each letter to: DEP.MunicipalGrants@state.ma.us. Please note town name and "School Chemical Management Letters of Support" in the email subject line.
2. Combine letters into one electronic file and upload the file through eDEP. Users will be prompted to upload supporting documentation during the final steps of the submittal process.
3. Mail a hardcopy of the letters following the directions for 'Paper Submittal' found in the General Instructions section of this guidance.

During the evaluation process preference will be given to applicants who have an established EHS team and who have sent one or more members to a previous MassDEP school chemical management training.

This grant is one of the largest awarded through the Municipal Sustainability Grant program. Failure to complete the grant goals in the allotted two years will impact a municipality's eligibility for other grant items in future years.

For more information on school chemical grants please contact:

Tina Klein

617-292-5704

tina.klein@state.ma.us



Mercury / Universal Waste Sheds

The Massachusetts Mercury Management Act is designed to keep mercury out of our trash and wastewater, where it is released into the environment. MassDEP is working to expand the number of locations where residents and small businesses may recycle their mercury-containing products. This grant provides wooden sheds suitable for establishing new collection sites at municipal public works yards or highway departments, for the purpose of collecting mercury devices generated by municipal operations and residents. It is desirable that small businesses also be allowed access to the site. Smaller municipalities (population less than 5,000) are encouraged to set up “shared” or regional mercury collection sites and should indicate this approach on their application as appropriate. **Note:** Requests for shared collection sites will be more favorably ranked.

Grantees will receive *one* wooden shed for collecting mercury/universal wastes such as fluorescent lamps, certain batteries, and other mercury-containing devices (e.g., thermostats, thermometers, mercury switches and flow meters). The shed is an 8’ x 10’ wood building with T-111 siding, a 40” double door and one window. The shed is delivered with a plywood floor that can be placed on a paved or gravel surface.

Mandatory grant conditions: Grantees must send the municipal employee who will be responsible for the operation of its mercury collection program to a MassDEP half-day training on proper mercury collection and management practices

Other grant conditions:

Recipients of this grant shall maintain “drop-off hours” two days per month at a minimum, year-round, during which time residents may deposit fluorescent lamps, batteries and other mercury-bearing devices for recycling. These drop-off hours shall be publicized on the Grantee’s website and in other outreach materials as available.

Grantees shall contract with a permitted mercury recycling vendor for the removal of mercury-bearing waste and shall maintain records of all such transactions. A list of pre-approved mercury recycling vendors on State Contract FAC 26 may be obtained by contacting Dmitriy Nikolayev, Operational Services Division, at 617-720-3351. Grantees that use a mercury recycling vendor NOT on state contract will need to report annually to MassDEP on the amount of mercury collected through the Shed.

Important notes:

The grant does *not* pay for the operating costs/staffing of the shed, and municipalities will be responsible for the costs of recycling the materials collected.

Municipalities with long term trash disposal contracts with a Municipal Waste Combustor should contact MassDEP before applying for this grant. Certain Municipal Waste Combustors are required under MassDEP regulations to assist contract communities in collecting mercury-bearing waste from residents and businesses. Your community may be eligible to receive a mercury/universal waste shed and funds to offset the costs of recycling mercury-bearing waste, directly from your Municipal Waste Combustor.

Links:

[Mercury Management Act](#)
[MassDEP Mercury Page](#)

For more information on mercury shed grants, please contact:

Regan Clover
617-292-5707
regan.clover@state.ma.us



Idling Reduction Campaign Toolkit

Through this grant, MassDEP assists municipalities in reducing exhaust from idling vehicles and school buses by implementing a community or school-based idling reduction campaign. The toolkit provides the planning and education materials for a campaign. The **Idling Reduction Toolkit** includes metal street signs (2 types) with an idling reduction message, informational hand cards on the health effects of idling, bumper stickers, windshield decals, sample press releases, fact sheets, a model municipal idling reduction policy and other materials to design a customized idling reduction campaign.

MassDEP will hold an Idling Reduction Planning Workshop in early 2009 to assist grantees with planning and implementing their idling reduction program. Workshop attendees will learn about Massachusetts' anti-idling law ([M.G.L. Chapter 90, Section 16A](#)), hear about successful municipal idling reduction programs in Massachusetts, and begin to develop implementation ideas for their respective programs.

Following the workshop, grantees will select the materials they wish to receive from MassDEP's Idling Reduction Toolkit, up to the designated dollar amount awarded, by completing an Order Form. Order forms will be due in late March 2009. Toolkit materials will be delivered to grantees by late April 2009.

To view all the Toolkit materials, including artwork for the signs and educational materials, please go to <http://www.mass.gov/dep/air/community/schbusir.htm> and scroll down to MassDEP Idling Reduction Toolkit for Municipalities, under "Resources and Links".

Mandatory grant conditions: First-time recipients of this grant must attend a 3 hour Idling Reduction Planning Workshop.

Additional assistance: MassDEP offers training to help school bus drivers and municipal employees eliminate unnecessary idling. To obtain training for personnel in your school district, email [Julie Ross](#) or call her at 617-292-5958 and provide her with the following information:

- The name of your school district and/or transportation company;
- How many drivers you have;
- Your preferred dates for training; and
- The name, telephone number and email address for the person you'd like us to follow up with.

For more information on Idling Reduction Toolkit Grants, please contact:

Stefan Malner

617-348-4004

stefan.malner@state.ma.us



Diesel Vehicle Retrofit Equipment and Diesel Hybrid Trucks

1. DIESEL VEHICLE RETROFIT EQUIPMENT

As part of its Diesel Emissions Reduction Strategy, MassDEP is offering grants to municipalities to retrofit existing municipally-owned refuse and recycling collection trucks. This grant will allow for the retrofit of up to 70 vehicles in FY09. MassDEP will give priority to high mileage vehicles in environmental justice (EJ) areas.

Environmental Justice Home Page:

<http://www.mass.gov/envir/ej/>

List of Environmental Justice communities:

http://www.mass.gov/mgis/ej_cities-towns.pdf

Two types of retrofit technologies will be available: diesel oxidation catalysts (DOCs) and diesel particulate filters (DPFs). Both technologies have been installed in over 500,000 on-road vehicles to date. For more information on both types of retrofits, please see the following fact sheets developed by the U.S. Environmental Protection Agency (EPA).

DOCs: <http://www.epa.gov/otaq/retrofit/documents/f03016.pdf>

DPFs: <http://www.epa.gov/otaq/retrofit/documents/f03017.pdf>

2. DIESEL HYBRID TRUCKS – New in FY09

MassDEP is making funding available to offset the incremental cost of purchasing hybrid heavy-duty diesel vehicles used in municipal operations (Class 4-7 work trucks). Hybrid heavy-duty diesel vehicles combine the benefits of high [fuel economy](#) and low emissions with the power, range, and convenience of conventional diesel fueling. MassDEP will give priority to vehicles that are replacing high mileage vehicles in environmental justice (EJ) areas.

Through MassDEP, the Northeast States For Coordinated Air Use Management (NESCAUM) will distribute funds to awarded municipalities following their successful completion of a competitive procurement process to select a hybrid truck vendor. Funding will cover the cost differential between a conventional diesel vehicle and a hybrid diesel vehicle, which is approximately \$40,000 per vehicle. The funds will be used to: 1) reimburse municipalities for the incremental cost of the hybrid technology following their purchase of the hybrid truck; or 2) issue a check to the municipalities prior to the purchase. NESCAUM would require an executed purchase order with the municipality prior to distributing funds.

For more information on diesel retrofit equipment grants and diesel hybrid truck grants, please contact:

Richard Blanchet

617-654-6585

Richard.Blanchet@state.ma.us



Mandatory Recycling Enforcement Coordinator

Minimum eligibility criteria: Applicants must have a population of 25,000 or more. This criterion may be met by a single municipality or a group of municipalities with a collective population of 25,000.

For group applications only: Applications from a group of municipalities must be submitted by a single “lead” municipality and must include letters of support or an inter-municipal agreement demonstrating that the municipalities have agreed to work cooperatively to hire a recycling enforcement coordinator and share the responsibilities of the grant

General information: This grant provides funding for a Recycling Enforcement Coordinator to assist municipalities in enforcing mandatory recycling in *curbside* recycling programs. Applications will be accepted by a single municipality (with a population of 25,000 or more) or a group of municipalities with a collective population of 25,000 or more. Funding will cover a full or part-time dedicated enforcement coordinator to perform the following activities:

- Establish baseline residential recycling participation rates and recycling tonnages
- Develop an enforcement protocol and practices for communicating with residents
- Conduct education and outreach efforts about the municipality’s enforcement initiative, prior to taking enforcement action
- Monitor residential trash and recycling collection routes, record non-compliant addresses, and distribute enforcement notices
- Compile data and report on results of the enforcement initiative, comparing baseline recycling participation and tonnage with post-enforcement data.

MassDEP will provide a job description for the position and sample enforcement materials from other communities. Applicants are encouraged, but not required to have or adopt a mandatory recycling ordinance or bylaw in order to qualify for this grant.

Use of funds: Up to \$50,000 over 2 years may be awarded to a grantee community(ies). Not less than 85% of awarded funds are to be used for an enforcement coordinator’s pay and vehicle mileage expenses. Hourly pay may not exceed \$15/hour. Up to 15% of awarded funds may be used for public education materials directly related to the enforcement program. Applicants must also be able to provide a desk, access to a computer, email, phone and other administrative tools. A municipal matching contribution equal to 50% of the second year grant funds awarded must be provided by all recipients in year two of this grant.

Important: Funds awarded through this grant may NOT be used to pay the salary of an existing municipal staff person or recycling coordinator.

For more information on mandatory recycling enforcement coordinator grants please contact:

Stefan Malner

617-348-4004

stefan.malner@state.ma.us



Technical Assistance - In-Kind

Changes in FY09: The application format has been modified from FY08. A separate section in the grant application is provided for requesting in-kind technical assistance.

This grant is for communities seeking in-kind technical assistance (up to 80 hours) from one of MassDEP's Municipal Assistance Coordinators. MACs are available to assist communities on a wide range of waste reduction projects, including but not limited to:

- Waste reduction outreach and education
- Contracting for solid waste/recycling services
- Municipal solid waste program assessment and planning
- Implementation of recycling, composting, household hazardous waste or mercury collection programs

If you are not certain about the eligibility of the project for which you are seeking assistance, please contact Tina Klein at 617-292-5704 or tina.klein@state.ma.us.

Examples of Past In-Kind Technical Assistance Projects The following list is intended to provide a sense of the range and scope of projects for which MassDEP has provided in-kind technical assistance hours in the past. This list is not all-inclusive.

Municipal (and Regional) Planning and Contracting Assistance

- Create a Community Solid Waste Program Plan
- Research feasibility of constructing and operating a recycling transfer station to serve the eleven towns
- Assist with regional RFP for municipal HHW collection events.
- Assist four rural towns in developing a regional HHW collection network
- Assist town with evaluation of options for privatizing some or all of the operations at the municipal transfer station. (Wilbraham)
- Review town compost operation to make it more cost effective and efficient.
- Assist with development of RFP for town with no trash/recycling service, including meetings with haulers and Advisory Committee, public outreach, and program implementation.

Waste Reduction Initiatives:

- Assess current recycling program and support implementation of enhanced paper/bottle and can and cardboard recycling program in the public schools
- Develop an "Increase Recycling" campaign and community solid waste plan with new recycling coordinator
- Regional Reuse Publicity Program: Develop school poster contest and coordinate 2 regional charity donation events, known as "Zero Waste Days" in which residents donated unwanted items directly to charity trucks.
- Develop mandatory recycling enforcement program
- Help plan and implement an "Enhanced Waste Ban Enforcement" program by developing publicity, working with hauler, and assisting with follow-up inspections
- Help town develop and implement strategies to increase recycling and decrease costs through an outreach program focusing on schools and town buildings.
- Assist town with a "food waste composting pilot project" at their landfill.
- Assist high school with development of food waste composting program.

Recipients of an in-kind TA grant will be assigned to the appropriate Municipal Assistance Coordinator who will develop a scope of work for the project that identifies the grantee's key objectives and a work plan for accomplishing them. Once a mutually acceptable scope of work is finalized, a municipal department head must sign the scope to signal the municipality's commitment to the roles and responsibilities identified in the scope..

Note: Municipalities seeking assistance in evaluating or implementing a Pay-As-You-Throw program should complete the Pay-As-You-Throw Assistance Application. (To do so, go to the cover page of the grant application. In the items requested section, check Item C.)

For more information on in-kind technical assistance grants please contact:

Tina Klein, 617-292-5704

tina.klein@state.ma.us



Technical Assistance - Municipal Sustainability Initiatives

Through the FY09 Technical Assistance Grant Program, MassDEP is soliciting proposals for local and regional initiatives that will help the Commonwealth meet its goals for reducing the volume and toxicity of the solid waste stream. Municipalities and regional groups with governmental status may apply for up to \$25,000 in funding for a 1-year project or \$50,000 for a 2-year project. The minimum grant request is \$10,000 per project.

PRIOR to developing a proposal, applicants are strongly encouraged to speak with a MassDEP staff person to discuss the eligibility of a specific project and provide general feedback on proposal concepts. Please contact Tina Klein (617) 292-5704 to discuss your proposal ideas.

Changes in FY09: There are two major changes in the Technical Assistance Funds Program in FY09:

1. All requests for funding for technical assistance projects must be submitted in a narrative format that adheres to the "Proposal Submittal Requirements" provided in the grant application. Applicants will prepare their written proposal as a stand-alone document (in Microsoft Word), and will attach it to their eDEP submittal, or mail the hard copy to MassDEP by the grant application deadline. This year, MassDEP will also allow applicants to attach their technical assistance funds proposal to an email sent to: DEP.MunicipalGrants@state.ma.us. Please note that MassDEP will NOT accept a request for TA funds without a completed Municipal Sustainability Grant Application (cover page, TA check list page, and priority ranking page).
2. This year, Municipal TA grants are being included in the Governor's Commonwealth Capital Program (CCP). This means that municipalities applying for a TA grant must complete a Commonwealth Capital application. The municipality's CCP score (assigned by CCP) will be utilized in evaluating the TA grants. Please see below for more information on this new requirement.

Technical Assistance Applications will be accepted from the following entities:

- Municipalities
- Regional government entities, such as solid waste management districts or cooperatives that have a government vendor number
- Non-governmental entities that have obtained a government entity (e.g. a city, town) to sponsor the application and whose proposal is of a direct benefit to the municipality. These organizations could include conservation districts, regional planning organizations, and non-profit organizations.

Partnerships among municipalities, public schools and school districts, non-profit organizations, businesses and municipal departments (e.g. boards of health, conservation commissions, etc) are encouraged.

Individual Municipal Applications: Municipalities and their departments, school districts, boards or commissions should submit ONE municipal application to MassDEP. This application may contain multiple technical assistance requests. If multiple technical assistance requests are submitted, the municipality should rank the requests in order of priority.

Multiple Municipalities or Regional Applications: Regional applications are strongly encouraged, when appropriate. Regional groups may include an ad-hoc association involving 2 or more municipalities, a formal relationship with a Memorandum of Understanding between several municipalities, or a solid waste or planning organization with governmental status. Regional proposals must be submitted by a single, lead municipality, on behalf of the group. The lead municipality will enter into a contract with MassDEP, will accept funds provided, and will be responsible for overseeing execution of the terms and scope of the contract. Please identify the lead municipality for your regional group in your proposals.

Eligible Projects

MassDEP is interested in funding projects that will reduce the volume and/or toxicity of the solid waste stream through composting, recycling and source reduction, mercury and hazardous waste diversion, and environmentally preferable

products purchasing. These projects should be innovative, have value as a potential model for other communities, have quantifiable results, and promote regional public/private partnerships wherever possible.

Eligible projects include, but are not limited to the following:

- Organics (food waste) diversion projects (e.g. commercial, residential, or school/institutional collection; development of processing capacity, or end market development);
- Strategies and initiatives to promote sustainable practices in schools, municipal operations and/or small to medium-sized businesses (e.g. recycling, composting, environmentally preferable purchasing, zero waste, etc);
- Implementation of new recycling collection and/or processing technologies (e.g. single stream or co-collection);
- Development of municipal guidelines, policies or contract requirements designed to leverage greater waste reduction in municipal operations or in the community at large.
- Diversion projects for “difficult to manage waste” (e.g. construction & demolition waste, building materials, etc);
- Innovative campaigns to increase participation in, or improve the effectiveness of, recycling, composting, and household hazardous waste programs;
- Innovative mercury collection programs serving residents and small businesses;
- Development of permanent, regional household hazardous waste collection facilities.

Other Grants Offered: For information on other grant programs for Massachusetts municipalities including urban forestry grants, solar grants, small renewable energy grants, school bus retrofits and municipal energy audits, please refer to [“Additional Municipal Grant Opportunities”](#)

Use of Grant Funds

Awarded funds may be used to hire a project coordinator, consultant, or intern to carry out project activities; conduct outreach; purchase equipment/supplies; or for certain operating costs for pilot programs only. Grant monies are provided on a reimbursement basis, therefore applicants must have the ability to pay for project costs up front and then be reimbursed by MassDEP. Funds may not be used for the daily management/operation of municipal programs (e.g. salaries, capital replacement costs). Funding will only be provided for pilot operating expenses that exceed normal operating costs. All grant recipients must provide MassDEP with a detailed final report describing the accomplishments, barriers, costs, and lessons learned.

Evaluation Criteria

Technical assistance proposals will be evaluated in two parts. After reviewing your proposal, MassDEP may ask you to provide additional information in order to further evaluate the merits of the project.

1. MassDEP Criteria - 70% of the score will be assigned based on:

- The applicant's ability to use the grant funds productively and within the specified timeframe
- The feasibility of the project as demonstrated in the proposal
- The innovativeness of the project.
- The environmental benefits relative to project cost
- The ability to measure or quantify the results of the project
- The project's potential value as a model for other communities
- The likelihood the project will continue after funding ends

2. Commonwealth Capital Criteria:

30% of the score will be derived from the applicant's Commonwealth Capital Application score. The Commonwealth Capital Program (CCP) is a system for rewarding municipalities that have adopted sustainable development principles. Points are assigned for certain planning, zoning, housing, environmental, energy, transportation and other measures that the applicant has implemented or has committed to implement by December 31, 2008. To complete the FY09 Commonwealth Capital Application, please contact Eric Hove, MA Executive Office of Energy and Environmental Affairs at 617-626-1131, email Eric.hove@state.ma.us, or visit the [Commonwealth Capital Application web page](#).

You can also visit www.mass.gov, go to the search box in the top right corner and search Commonwealth Capital to find out more about this program.

Commonwealth Capital applications can be submitted at any time and will be valid for all Commonwealth Capital programs throughout the current fiscal year. Communities should submit Commonwealth Capital applications by the deadline of the grant program to which they are applying to ensure their score will count. However, communities

should review the guidance for the Commonwealth Capital programs to which they are applying for exceptions to this policy. If local circumstances change, documentation can be submitted to commcap@massmail.state.ma.us to amend a community's application and increase the score received.

Technical Assistance Proposal Submittal Requirements – Please limit proposals to 4 pages

1. **Title:** Please assign your project a title consisting of 8 words or less.
2. **Brief Project Description:** Describe the project you are proposing in general terms (one paragraph maximum) and the amount of MassDEP funds that you are requesting.
3. **Goals and Objectives:** Identify the project goals and objectives and the reason why this grant is important to your community (communities). Discuss any challenges or barriers you are attempting to overcome, and what benefits the project will provide to your municipality or the region.
4. **Deliverables:** Identify the *key milestones* and *tasks* to be accomplished. Be as specific as possible about the steps that you are proposing. Note: All funded projects must provide MassDEP with a detailed final report describing the accomplishments, barriers, costs and lessons learned. Please keep this in mind when developing your timeline and budget.
5. **Timeline:** Provide a timeline identifying when specific tasks will be completed. If the project scope is small enough to complete within 6-8 months from the date of award, then the project will be treated as a FY2009 project and all work must be completed by June 30, 2009. *Projects that require multiple years of funding should include yearly goals, deliverables and budgets.*
6. **Project Evaluation:** Describe how you will evaluate or measure the success of the proposed project. If appropriate, discuss baseline data available and data collection methodologies.
7. **Budget:** State clearly the amount of funds you are requesting from MassDEP for this project and include a detailed project budget. The budget should identify the items or services for which you are requesting funding, including equipment, outreach materials, coordinator or consultant costs, etc.) Also include any matching funds (hard match or in-kind services/existing staff) that will be used for this project and estimate the value of in-kind services to the best of your ability.
8. **Resources:** Identify the municipal staff person who will serve as the project coordinator and other key personnel such as consultants or subcontractors that will be involved. Provide a statement of qualifications or resumes for key people implementing the tasks as appropriate.
9. **Letters of Support or Interest:** To the extent that other municipalities or partner organizations are involved in the project, please attach letters of support.

NOTE: Resumes and letters of support are not included in the 4 page proposal limit.

For more information on Technical Assistance Funding Grants please contact:

Tina Klein

617-292-5704

tina.klein@state.ma.us



Additional Municipal Grants Offered

MassDEP and other Massachusetts Executive Office of Energy and Environmental Affairs agencies offer additional municipal grants that may be of interest to communities seeking assistance for other environmental initiatives. A partial listing of these programs is provided below.

Mass Clean Diesel School Bus Retrofits

Offered by: MassDEP

<http://www.mass.gov/dep/air/diesel/masscleandiesel.htm>

With funding from the Massachusetts Executive Office of Transportation and the federal government, the Massachusetts Department of Environmental Protection (MassDEP) is sponsoring the nation's first statewide program to reduce air pollution from school buses. The MassCleanDiesel program will equip all eligible diesel-powered school buses with diesel retrofits at no expense to bus owners. Municipalities are eligible to apply for retrofits to their municipally owned and operated school buses. Private school bus contractors providing services to municipalities are also eligible to retrofit their diesel school buses.

Water Conservation Grant Program

Offered by: MassDEP

<http://www.mass.gov/dep/water/wlpgprog.htm>

The MassDEP Water Conservation Grant Program awards funds to municipalities and public water systems to encourage and enhance local drinking water conservation efforts. Up to \$60,000 per proposal or a total of up to \$800,000 is expected to be awarded to eligible public water systems annually. Qualified proposals are selected on a competitive basis with priority given to those public water systems with Water Management Act permits or registrations that require meeting unaccounted-for water (UAW) or residential gallons per capita day (RGPCD) limits. For more information please contact Malcolm Harper, Program Coordinator, at 508-767-2795 or email malcolm.harper@state.ma.us

NonPoint Source Pollution Competitive Grants

Offered by: MassDEP

<http://www.mass.gov/dep/water/319rfr09.htm>

Section 319 of the Clean Water Act of 1987 established a national program to control nonpoint sources (NPS) of pollution. Each year MassDEP issues a Request for Responses (RFR) for competitive projects to be funded through Section 319 grants. Funds are directed toward implementation work that will remediate water quality impairments and restore beneficial uses. This year's RFR was issued in April 2008 and Proposals were due on June 3, 2008. To learn more about this annual grant program, visit the link above or please contact Jane Peirce, 319 Nonpoint Source Program Coordinator, at 508-767-2792 or email jane.peirce@state.ma.us

Urban and Community Forestry Challenge Grants

Offered by: Mass Department of Conservation and Recreation

<http://www.mass.gov/dcr/stewardship/forestry/urban/urbanGrants.htm>

Urban and Community Forestry refers to professional management (planting, protection and maintenance) of a municipality's public tree resources in partnership with residents and community institutions. These are 50-50 matching grants offered to municipalities and non-profit groups in Massachusetts communities of all sizes for the purpose of building local capacity for excellent urban and community forestry at the local and regional level. This grant offering is not a new grant, but a combination of DCR's previous grant opportunities (Mass ReLeaf, Planning and Education, and Heritage Grants).

Small Renewables Grants

Offered by: Mass Technology Collaborative

<http://www.masstech.org/rebates/>

The Small Renewables Initiative (SRI) provides rebates for the installation of wind and small hydroelectric projects that are up to 10 kilowatts and are located at residential, commercial, industrial, institutional, and public facilities. The applicant (and project site) must be a customer of a Massachusetts investor-owned electric distribution utility. As of January 23,

2008, Small Renewables rebates may only be used to facilitate the installation of wind and small hydro renewable energy projects.

Commonwealth Solar

Offered by: the Patrick Administration and Mass Technology Collaborative

<http://www.masstech.org/solar/>

Commonwealth Solar provides rebates through a non-competitive application process for the installation of PV projects at residential, commercial, industrial, and public facilities. Non-residential projects are eligible for rebates for PV projects up to 500 kilowatts (kW) and residential projects are eligible for up to 5 kW. The applicant (and project site) must be a customer of a Massachusetts investor-owned electric utility.

Municipal Energy Audit Program

Offered by: Mass Division of Energy Resources

The Energy Audit Program (EAP) provides technical assistance to cities, towns, regional school districts and waste water districts to identify capital improvements that help cut energy costs.

Contact:

Scott Durkee

Division of Energy Resources

617-727-4732 ext. 40156

scott.durkee@state.ma.us